

**BYLAWS**

**ARTICLE I: Name**

The name of this organization shall be the Crafton Hills College Classified Senate, hereinafter referred to as the Senate.

**ARTICLE II: Mission**

The mission of the Senate is to support the missions of Crafton Hills College and the San Bernardino Community College District (District), through advocating for inclusion and engagement in participatory governance for Classified Professionals.

**ARTICLE III: Membership**

All permanent Classified Professionals of San Bernardino Community College District assigned to work at the Crafton Hills College Campus are members of the Senate and shall be eligible to vote at all open meetings.

**ARTICLE IV: Executive**

**Board Section 1. Eligibility**

- 1.1 All permanent classified employees (full and part-time) will be eligible to serve on the Executive Board.

**Section 2. Term of Office**

- 2.1 The term of office for all elected Executive Board positions shall be two (2) years, commencing on the 1<sup>st</sup> of July and ending two (2) years hence on the 30<sup>th</sup> of June.

**Section 3. Offices of the Executive Board**

- 3.1 The offices of the Senate Executive Board shall be: President, Vice President, Secretary, Treasurer, and Public Information Officer.

**Section 4. President**

- 4.1 The President is an authorized representative of the Senate.
- 4.2 The President shall:
  - 1. preside at all meetings of the Senate and the Executive Board.
  - 2. meet at least once a month with the Crafton Hills College President to support the purpose and the mission of the Senate.
  - 3. represent the Senate at Crafton and District Executive Councils, the San Bernardino Community College District Board, and other meetings as requested and appropriate.
  - 4. serve as a liaison with other college Senates.
  - 5. publish an annual State of the Senate Report, which will include a year-end budget summary that will be distributed to Senate and the appropriate district and college personnel.
  - 6. coordinate the appointment of all members to standing and ad-hoc committees.
  - 7. perform any other duties as deemed necessary or as assigned by the Senate.

## **Section 5. Vice President**

- 5.1 It shall be the duty of the Vice President to:
1. preside at meetings of the Executive Board and the Senate in the absence of the President;
  2. attend all meetings of the Executive Board and Senate;
  3. represents the Senate at all committee meetings (where applicable) in the absence of the President;
  4. coordinates the establishment of standing, ad-hoc, and sub-committees of the Senate;
  5. serve as elections chair during senate elections;
  6. perform any other duties as deemed necessary by the President or as assigned by the Senate.

## **Section 6. Secretary**

- 6.1 It shall be the duty of the Secretary to:
1. preside at meetings of the Senate in the absence of the President and Vice President;
  2. attend all meetings of the Executive Board and Senate;
  3. record and distribute the minutes of all Executive Board and Senate meetings.
  4. archive all non-financial records of the Senate;
  5. perform any other duties as deemed necessary by the President or as assigned by the Senate.

## **Section 7. Treasurer**

- 7.1 It shall be the duty of the Treasurer to:
1. attend all meetings of the Executive Board and Senate;
  2. maintain and provide financial records to the Senate at each meeting;
  3. oversee all financial transactions;
  4. submit a year-end budget summary report to the President to be included in the annual State of the Senate Report;
  5. perform any other duties as deemed necessary by the President or as assigned by the Senate.

## **Section 8. Public Information Officer**

- 8.1 It shall be the duty of the Public Information Officer to:
1. attend all meetings of the Executive Board and Senate;
  2. maintain the Classified Senate webpage;
  3. prepare and distribute Classified Senate newsletter;
  4. perform any other duties as deemed necessary by the President or as assigned by the Senate.

**ARTICLE V: Senators**

- 1.1 All Permanent classified employees (full and part-time) will be eligible to serve as a Classified Senator.

**Section 1. Terms of Office**

The term of office for all Senator positions shall be two (2) years, commencing on the 1<sup>st</sup> of July and ending two (2) years hence on the 30<sup>th</sup> of June.

- 1.2 It shall be the duty of the Senators to:
  - 1. attend all Senate meetings;
  - 2. disseminate information from Senate meetings to constituents in a timely manner;
  - 3. discuss issues, questions, concerns, and other matters with constituents as appropriate;
  - 4. report to ~~any~~ **the** Executive Board members on matters of concern to their constituents;
  - 5. perform any other duties as deemed necessary by the President or as assigned by the Senate.

- 1.3 Units of Representation

- 1. **Unit 1**  
Canyon Hall, Central Complex, Visual Arts, Printshop, Public Safety & Allied Health, Kinesiology, Health Education, North, Aquatics (19)
- 2. **Unit 2**  
Maintenance, Grounds, Custodial Services, Warehouse (27)
- 3. **Unit 3**  
Crafton Center (first floor) (21)
- 4. **Unit 4**  
Crafton Center (second floor), Child Development Center (23)
- 5. **Unit 5**  
Performing Arts Center, Learning Resource Center, Student Support Building, West Complex, Clock Tower Building, Crafton Hall (18)

**ARTICLE VI: Elections**

**Section 1. Timeline**

- 1.1 Elections for open positions shall be conducted annually and completed by the end of the Spring semester. Newly elected Senators and Officers will take the respective seats effective July 1<sup>st</sup> of the ensuing fiscal year.

**Section 2. Election Process**

- 2.1 All permanent classified employees are eligible for nominations to the Executive Board and Senate.
- 2.2 Each candidate must receive and accept a nomination to have their names placed on the ballot. Employees may nominate themselves for any open position.
- 2.3 Nominations should be received during the months of March and April with the elections happening in April
- 2.4 All nominations must be received by the 2<sup>nd</sup> Monday of the April month
- 2.5 The elections chair will collect all nominations and work with the elections adhoc committee to create the ballot

- 2.6 If no nominations are received for an office, the office shall remain vacant until the Senate begin their new term on July 1<sup>st</sup>, at which time they may fill the vacant position.
- 2.7 A ballot will be made available to all voting members of the Senate upon completion of the nomination process.

**ARTICLE VII: Vacancies, Resignations, and Recall**

**Section 1. Vacancies**

- 1.1 **Executive Board Vacancy**
  - 1. All vacancies of open positions will be announced to the membership
  - 2. If there is a vacancy on the Executive Board, the position shall be appointed by a vote of the Senate at a meeting announced giving time and place of the meeting.
- 1.2 **Senate Vacancy**
  - 1. All senator vacancies of open positions will be announced to the membership
- 1.3 If there is a vacant Senator position, the position shall be appointed by a vote of the membership and shall be ratified by the members.

**Section 2. Resignations**

- 2.1 A letter of resignation should be in writing and will be accepted by any member of the Executive Board.

**Section 3. Recall**

- 3.1 Any Senator or Executive Board member may be recalled from office for reasons of due cause including but not limited to, the following: excessive absences from required meetings, non- participation in their assigned duties, non-representation of area of concerns, or misconduct. The recall process is as follows:
  - 1. Every effort must be made to ensure that the individual in question understands the processes and procedures for each office.
  - 2. If all efforts to remedy the cause are not accepted (corrected) by the individual a special session of the senate shall be called.
  - 3. Should voting members in attendance at the special session wish to continue with the recall process, a majority vote shall be required to remove the individual from their post. The office shall then be declared vacant.

**ARTICLE VIII: Meetings**

**Section 1. Parliamentary Procedure**

- 1.1 The Senate will follow the guidelines and procedures of the current edition of *Robert's Rules of Order*, except in cases where this document overrides those guidelines.

**Section 2. Senate Meetings**

- 2.1 The Senate shall meet at least monthly, and may meet more frequently if it is deemed necessary by the Executive Board.
- 2.2 A member of the Executive Board must be present at all meetings of the Senate.
- 2.3 A quorum shall be defined as fifty percent (50%) of all elected Officers and Senators, excluding vacancies, and must be fulfilled in order to vote on any item of business.
- 2.4 All regular Senate meetings shall be open to the public.

**Section 3. Executive Board Meeting**

- 3.1 The Executive Board will meet at least monthly.
- 3.2 The President or Vice President must be present at all meetings of the Executive Board.
- 3.3 A minimum of two-thirds (2/3) of Officers must be present in order to vote on any item of business.
- 3.4 Executive Board meetings are not open to the public, although the Executive Board may request or invite guests when deemed necessary and appropriate.

**Section 5. Special Session**

- 5.1 The President may call Special Sessions of the Senate when necessary.
- 5.2 Special Sessions may also be called pursuant to Article VIII, Section 3.
- 5.3 Special Session shall be open to the public.
- 5.4 The Secretary shall record and distribute minutes of the Special Sessions, as deemed appropriate by the Executive Board.

**Article IX: Committees**

**Section 1. Eligibility**

- 1.1 Any Classified Professional may serve on any committee.

**Section 2. Senate Committee Appointments**

- 2.1 Upon receipt of any request for Senate representation on a District or campus committee, the President will notify all Senate members of the opening. After receiving the names of those interested in serving on the committee the President will appoint a representative. The appointment will be ratified by a majority vote of the Executive Board.

**Section 3. Responsibilities of Committee Appointees**

- 3.1 It is the responsibility of committee appointees to attend all committee meetings and to report the proceedings to the Senate in person or via a written report submitted to the President and Secretary prior to the monthly Senate meeting.

**Section 4. Senate Ad Hoc Committees**

- 4.1 The Executive Board or Senate shall establish as necessary the Ad Hoc committees including, but not limited to: Activities, Bylaws, Elections, Fund Raising, Classified Professionals Week, Classified, Faculty, and Manager of the Year Nominations, Resolutions, Annual and Strategic Planning.

**ARTICLE X: Establishment, Ratification and Amendments of**

**Bylaws Section 1. Establishment**

- 1.1 The Senate shall adopt bylaws to establish rules and procedures for implementing the purpose, mission, and responsibilities of the Senate.

**Section 2. Ratification**

- 2.1 Bylaws shall be ratified as a complete document, or individually, by a two-thirds (2/3) vote of all voting members present at a meeting of the Senate.

**Section 3. Amendments**

- 3.1 The process for amending the Bylaws shall require a first and second read including;
1. Any voting member of the Senate may propose an amendment to the Bylaws.
  2. All members, voting or non-voting shall have the opportunity to debate the proposed amendments, although the President may set a time limit on the discussion. Any extension of the time limit shall be made according to the current edition of *Robert's Rules of Order*.
  3. Any proposed amendment to the Bylaws should be placed on the agenda for vote at the following Senate meeting.
  4. Adoption of proposed amendments to the Bylaws shall require a two-thirds (2/3) vote of all voting members present at the Senate meeting.
  5. If adopted, the amendment shall take place immediately, unless otherwise noted.